

TAB C-5: COMMUNICATIONS		
	ITEM	REFERENCE
1.	<u>Reporting:</u> a. Is the wing filing quarterly H-1 Reports in a timely fashion? b. How are the reported statistics reported?	CAPR 100-1 Vol 1 Para 3-2
2.	<u>Annual Communications Effectiveness Exercises:</u> a. Does the wing hold annual unannounced communications exercises? b. Are the required reports forwarded to the Region DCS/Comm. within 30 days? c. Please have copies of the summary reports and critiques available for inspection?	CAPR 100-1 Vol 1 Para 3-3b CAPR 123-3 Para 5e
3.	<u>Communications Meetings:</u> a. Does the wing hold a communications meeting at least annually? b. Are required meeting summaries and participant logs forwarded to the Region/DC within 30 days? c. Please have copies of the summary reports and logs available for inspection?	CAPR 100-1 Vol 1 Para 5-5b CAPR 123-3 Para 5e
4.	<u>Communications Plans:</u> a. Does the Director of Communications (DC) review/update the communications plan(s) annually (not just new covers on old plans)? • Were the updates/revisions forwarded to Region and HQ CAP by 10 Jan? b. Do the plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)? c. Does the wing have a current Emergency Communications Plan? d. Does the wing have a current Operations and Training Communications Plan? e. Does the wing have a current Repeater Plan? 1) Does the plan include a current list of operational repeaters? 2) Does the list agree with the on line repeater directory (http://www.ntc.cap.gov/comm/Repeaters/Repeaters.cfm)	CAPR 100-1 Vol 1 Para 2-2 CAPR 100-1 Vol 1 Para 2-3 CAPR 100-1 Vol 1 Para 2-4 CAPR 100-1 Vol 1 Para 2-5
5.	<u>Resources:</u>	

	<p>a. Do the communications inventory reports indicate that the DC is utilizing the Communications Equipment Management System (CEMS)?</p> <p>b. Using the Communications Inventory Listing, can the DC show accountability for the wing communication inventory (all units) with a CAPF 37? (Use a 10% sample)</p> <ul style="list-style-type: none"> Do the CAPFs 37 agree with the inventory listing? <p>c. Does the DC assure the equipment is returned when members do not renew?</p> <p>d. Can the DC demonstrate how the current assignment and distribution of corporate equipment supports the Communications Plans?</p> <ul style="list-style-type: none"> Is equipment distributed in accordance with a plan designed to ensure mission support? <p>e. As required by Nov 98 NEC decision and IAW Federal Law, is the DC ensuring that all equipment (HF and VHF) that does not meet current NTIA standards is removed from CAP operation?</p>	<p>NHQ Memo dated 16 Nov 01</p> <p>CAPR 100-1 Vol 1 Para 7-9</p> <p>NEC Minutes dated Nov 98</p>
6.	<p><u>Training:</u> Does the DC maintain a database of personnel completing basic and advanced user training?</p>	Recommended Management Practice